

Absence Policy

BPAC voting members are required to attend a minimum of nine (9) meetings per year but asked to make every effort to attend all scheduled meetings. The courtesy of notification to either the chairperson, or secretary, is requested in advance of an absence.

In the event the member is unable to fill his or her obligation to the BPAC due to prolonged illness, education or employment, a written leave of absence request may be submitted to the chairperson for a period encompassing four (4) months or less. The BPAC will vote to approve or deny such request. Upon approval, the BPAC secretary shall notify the original appointing party of the absence as well as BPAC's recommendation for a knowledgeable proxy member to fill the seat during the period of the original member's absence. Said proxy shall meet the same requirements of the original voting member but will not require Council approval.

Any member who fails to attend three (3) consecutive meetings without pre-approved leave of absence will be dropped from the roster at which time the original appointing authority will be contacted by the secretary and requested to appoint a new member, in a timely manner, to fill the remaining term of the terminated member. The appointment shall follow the same requirements of the original appointment, including Council approval. The secretary shall maintain attendance records.